

Assistant General Manager

Class specifications are intended to present a descriptive list of the range of duties performed by employees in the class. Specifications are not intended to reflect all duties performed within the job.

GENERAL DESCRIPTION

Under administrative direction of the General Manager, assists in managing and directing the daily activities of Ironhouse Sanitary District (District), and plans, organizes, and coordinates District operations and services in the following divisions: Administrative Services and Finance, Engineering, Maintenance and Operations, Jersey Island Operations, and Reclamation District No. 830 (RD 830); represents and acts on behalf of the General Manager in communication to subordinate managers and others during periods of absence or as otherwise assigned; and performs related duties as required. Ensures that all work is performed safely and all facilities are maintained in a safe condition. Responsible for executing actions needed to support the General Manager in the overall success of the District. Provides highly complex assistance to the General Manager.

GENERAL CHARACTERISTICS

The Assistant General Manager class is characterized by the responsibility to assist the General Manager in the overall management of activities related to the District through subordinate managers and staff; coordinates assigned divisional activities with other programs.

SUPERVISION EXERCISED AND RECEIVED

This class exercises considerable discretion and independent judgment in the coordination and prioritization of duties and responsibilities assigned to subordinate managers. General supervision is provided by the General Manager.

EXAMPLES OF ESSENTIAL DUTIES AND FUNCTIONS

- Assists the General Manager in managing and directing the day-to-day activities to achieve overall successful performance of the District.
- Develops, plans, and implements goals and objectives consistent with the Agency's mission, vision, strategic plan and key performance measures; utilizes performance planning techniques to identify, establish, achieve, and measure progress towards meeting these goals and objectives.
- Assumes the duties of the Acting General Manager in the absence of the General Manager.
- Directly or through subordinate managers, supervises District staff; establishes performance standards and evaluates performance; reviews performance evaluations and disciplinary recommendations made by subordinate managers; and ensures that safe working conditions are maintained.

- Prepares and recommends new policies and procedures to the General Manager; reports on the effectiveness of established policies and procedures, and recommends improvements and revisions.
- Provides direction on the departmental operations of Administration, Engineering, Water Recycling Facility, Maintenance and Jersey Island.
- Coordinates operational activities of multiple departmental functions; ensures that the District complies with changing regulatory requirements.
- If elected by the ISD Board of Directors, serves as a Trustee on the RD 830 Board;
- Coordinates and leads staff on projects, programs, and initiatives, strategic and capital planning; confers with District staff regarding the implementation of capital improvement plans or other planned projects, and in reviewing the status/progress of projects.
- Identifies, selects and oversees the services of consultants and contract service providers as required.
- Analyzes work programs; conducts studies of systems and procedures; evaluates divisional and departmental policies and rules, and formulates improvements; develops and adapts work methods to meet changing needs to improve efficiency.
- Works collaboratively with management staff to establish District procedures and business processes.
- Uses strong communication skills to represent the District and engage interested parties at meetings and hearings of the Board of Directors, District Boards, and other groups or agencies; and participates in public meetings/hearings in order to clearly present the District's position, provide information and clarification, and to receive input from interested parties.
- Directs and assists in inter-agency coordination, planning and response, including emergency or disaster related events.
- Attend all scheduled Board meetings and Board workshops.
- Attendance and punctuality that is observant of scheduled hours on a regular basis.
- Other duties as assigned.

KNOWLEDGE OF

- Modern principles, practices, and methods of public administration and general management; supervision and performance management.
- Budget and fiscal management; effective communication, facilitation, and teambuilding.
- Applicable federal, state, and local laws, rules and regulations pertaining to public agencies and the services of the District.
- Principles of effective communication, public relations, and partnership with elected officials, District staff, outside government agencies, individual members of the public and community.
- Wastewater utility operations and maintenance, including federal, state, and local agencies which must coordinate work with the District; environmental regulations; citizen and public interest groups dealing with wastewater.

- Design, construction and maintenance of public works, water resources, and other public projects.
- Principles and practices of data collection and report preparation.

ABILITY TO

- Provide effective leadership, management and oversight of assigned responsibilities.
- Manage, supervise, train and evaluate assigned staff.
- Inspire District staff at all levels to work cooperatively and effectively and to create a culture of integrity, respect, and excellence.
- Analyze a variety of administrative and organization problems, make sound policy and procedural recommendations, and adopt an effective course of action.
- Communicate clearly and concisely, both orally and in writing. Make effective public presentations.
- Properly interpret and make decisions in accordance with relevant laws, regulations, and policies.
- Think critically and exercise independent judgment.
- Analyze administrative problems and a variety of programs, systems, and procedures; develop goals, objectives, and performance measures consistent with District mission, vision, and strategic plans.
- Effectively assemble, organize, and present reports containing alternative solutions and recommendations.
- Plan, organize, and successfully implement complex projects and assignments.
- Standard office equipment.

MINIMUM QUALIFICATIONS

Education: Graduation from an accredited college or university with a bachelor's degree in public administration, business administration, engineering or a closely related field. It is highly desirable to also possess skills in the areas of Financial Management, Public Administration, Human Resource Management, or other disciplines strongly related to the position of high-level management at the District.

Experience: Eight years of increasingly responsible managerial level experience in the operations and maintenance of an organization that would provide the skills and experience necessary to meet the needs of the position.

License: Possession of and ability to maintain a valid California Class C driver's license and maintain a satisfactory driving record.

WORKING CONDITIONS

The work environment characteristics described here are representative of those an employee encounters while performing the essential functions of this job. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions. Work is preformed primarily in an office environment, with moderate noise levels and controlled temperature conditions. There may be occasional exposure to outdoor conditions of inclement weather, noise, dust and potentially hazardous materials.

Standing in work areas and walking between work areas may be required. The position requires prolonged sitting, standing, walking, kneeling, squatting and stooping in the performance of daily activities. The position also requires repetitive hand movement and fine coordination using a computer keyboard. Specific vision abilities required by this job include close vision, distance vision, color vision, peripheral vision, depth perception, and ability to adjust focus. Acute hearing is required when providing phone and personal service. The employee must regularly lift, drag and/or push up to 30 pounds. The employee may be exposed to dust and/or other allergens. The employee works in an environment of frequent interruption and changing workload/assignments. The employee will occasionally be required to climb, balance, and walk on uneven surfaces. This position requires driving a personal or District vehicle. Attendance at off-hour meetings and occasional travel may be required.

FSLA Status – Exempt
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